



MEMORANDUM

TO: Superintendents and Elementary Principals

FROM: Dr. Stacey Hughes, Assistant Superintendent for Student Learning
Anna Shults and John Wolf, Literacy Specialists

DATE: December 3, 2010

SUBJECT: Elementary School Reading Plan Template

The General Assembly passed House Enrolled Act 1367 in the spring of 2010 as IC 20-32-8.5. This requires that the state superintendent, in conjunction with the state board, develop a plan to improve reading skills of students and implement appropriate remediation techniques for students including retention as a last resort. While the rules are still in the rulemaking process, on Wednesday, December 1, 2010, the Indiana State Board of Education approved the template for the Elementary Reading Plan. All elementary schools will be required to submit their plans in June 2011. Schools will complete the Reading Plan template on the IDOE website. The Reading Plan template will have a drop down menu from which principals can input text or select from a list of pre-populated choices. Once the template is available online in the early spring, additional information pertaining to the actual submission of the Elementary Reading Plan will be made available.

The following information from each elementary school will be collected on the Reading Plan template:

- Names and positions of the building Leadership Team members
- Name of the Core Reading Program
- Number of minutes in Tier I instruction; 90-minute reading block
- List of Interventions by grade, tier, frequency, and duration
- K-2 and 3-6 Assessment Plans and Goals
- Professional development provided for the Core Reading Program, Interventions, and Assessments
- Plan for communicating with parents about each student's reading progress

The Indiana Department of Education will host free webinars beginning January 2011 to provide guidance for the development of the Elementary Reading Plan. In order for schools to begin thinking about the reading plan, a static template is available at http://www.doe.in.gov/news/static/elementary_reading_plan.xls

A school's reading plan should be informed by the *Indiana Elementary Reading Framework*, which includes six organizing components based on scientifically-based reading research (SBRR):

1. Goals
2. Instruction

3. Assessment
4. Professional Development
5. Leadership
6. Commitment

While the template is designed to be quick and easy to complete, designing a comprehensive plan to ensure all children are reading at grade level by the end of third grade and ensuring they maintain the ability to read on grade level is not. Schools should not just begin the plan, but the work of enacting the plan to improve teaching and learning for our children today.

Again, additional information and support will be provided to you in January. Future resources include

1. Webinars describing the components of the reading plan
2. The release of the *Indiana Elementary Reading Framework*
3. Sample letter(s) to parents which can be used as part of the school's communication plan
4. Sample Board Policy for retention of students who do not pass the state's reading assessment
5. Summative assessments for grades K-2 to be used in determining if students are on track
6. Summative assessment for grade 3 to be used in determining if a student is reading on-grade level
7. Summer Reading Conference, 2011
8. Read On, Indiana! website

A significant amount of information on effective reading instruction and collaborative conversations about reading are available in the Indiana Literacy Liaisons . . . Read On, Indiana! Learning Connection community.